20 November 1973

MEMORANDUM FOR: Chief, Plans and Development Staff

SUBJECT   :   OTR Library Report on CRS "Survey of
                     Libraries in the Office of Training"

     1.   Soon after the appointment of the OTR Library
Committee on 10 September by OTR Notice No. 11-74, the
Committee met for the first time at the request of ███████████ STATINTL
███████ Chief, Services and Registration Staff, who urged us
to begin functioning and informed us of the ongoing CRS survey
by███████████████. The Committee was advised, however, to
make no recommendations until it had seen the survey. Pending
receipt of the CRS survey, the Committee held several meetings
on the site of the various libraries and document collections
in the CofC Building for briefings which would permit an
adequate understanding of ████████████ report. It should be
noted that the Committee has not yet been able to inspect the
████ Library, but plans to do so in the near future, and that
the Committee became aware of two other smaller, but potentially
significant, "libraries" in the CofC Building which belong to
and are being expanded by the Management and Administrative
Training Program in FTD and the Information Science Training
Staff. Therefore, this paper should be considered solely a
reaction to recommendations of the CRS report and in no sense
a complete or thorough report of the sort envisaged in
Paragraph 1.g. of our Charter.

     2.   In accord with███████████████ request (accompanying
receipt of the CRS survey on 5 November) for an early Committee
reaction, the OTR Library Committee met on 19 November 1973
to discuss the "Survey of the Libraries in the Office of Train-
ing" and prepare agreed recommendations to it. The OTR Library
Committee agrees with some of the recommendations; it disagrees
with others. Particularly, we disagree with the CRS definition
of "Library" as including all collections of documents used
as training course material. On the basis of our narrower
definition, we will consider one of the CRS recommendations as
affecting only the Finished Intelligence Collection of documents
which is of interest to more than one major component in OTR.
Our comments on the CRS recommendations follow:

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a. Recommendation 1

That an OTR "chief librarian" position be
established to provide overall supervision
and coordination of the operations of the
Main OTR Library, the Language Institute
Library, and the ████████████████████   STATINTL
Library; that this position be established
at the GS-11/12 level.

The various OTR collections are not intended to be a
"Library System," but are intended to be adjuncts to the
training function. While we need and will adopt many of the
CRS recommendations for clear policy statements, and for
improving acquisitions, control, etc., we feel that a perman-
ent OTR Library Committee representing all the involved com-
ponents is in a far better position to appreciate their
peculiar needs and practices than an interposed, central
"chief librarian" would be. This is a tentative view which
we feel appropriate under present conditions; it is entirely
possible that--after we have studied the situation and made
some of the changes recommended by CRS as well as some which
we independently see the need for--we might well reconsider
the question of a "chief librarian." However, in today's
slot-poor climate, the Committee cannot justify establishment
of a GS 11/12 position for overall "Library System" supervision
at this time.

b. Recommendation 2

That the following priority objectives be
accomplished by the proposed "chief librarian:"

1) The preparation of a written policy state-
ment which outlines the nature and purpose of
each OTR Library collection and establishes
firm guidelines for the future selection of
books and other materials for these collections.

2) The establishment of procedures for maintain-
ing a centralized record control for all books
acquired by OTR for use in each library as well
as in non-library areas.

3) The development of thorough and uniform
statistical reporting procedures for each
library as a basis for further evaluations
of their effectiveness.

These objectives and recommendations can be implemented
as the Committee, after further consultation with CRS and
OTR operating components, designs more adequate policy state-
ments and more regular procedures. For example, we consider
CRS Survey Attachment No. 1, with its details concerning
contents and procedures used by the various OTR collections,
to be an invaluable initial data base. However, it would
have to be supplemented by information on such additional
collections as those of the Management and Administrative
Training Staff and the Information Science Training Staff
mentioned above.

    c.   Recommendation 3

        That the three classified library collections
        in the CofC Building (i.e., the Finished
        Intelligence Collection and the Foreign Affairs
        Branch Communism File, both in the Intelligence
        Institute and the Operations Collection in the
        Functional Training Division) be brought together
        in one secure area and administered as a unit
        of the Main OTR Library; that maintenance and
        servicing of these collections be assigned to a
        GS7/8 position.

Because of our disagreement with the categorization of
the three "classified library collections" in the CofC Building,
we accept this recommendation only in part. The Finished
Intelligence Collection, which is presently quartered in the
Intelligence Institute vault but actually used by more than one
OTR component, properly belongs in the central OTR Library.
We therefore recommend its transfer to physical and administra-
tive custody of the central OTR Library staff as soon as the
security requirements for storage can be met by making the
adjacent vault area directly accessible from the present OTR
Library area. However, we see no advantage whatever to be
gained by transferring the Foreign Affairs Branch Communism
File or the Operations Collection either to the control of, or
to the quarters of, the central OTR Library. In the first
place, the proposed central library vault would not be large
enough to contain these working collections of student material,
and secondly, the components which maintain these document
collections have emphasized that their proper maintenance and
use can only be accomplished by specialists in these respective
areas and not by a "central" library or librarian who is not
also a specialist in these subject areas. We see no reason
why the present staff of the central OTR Library cannot handle
the workload of the proposed move of the Finished Intelligence
Collection.

d.   Recommendation 4

That the holdings of the Language Institute
Library remain separated from those of the
Main OTR Library and that both facilities
remain in their present locations.

We heartily concur with this recommendation for keeping
the Language Learning Center Library and the Central OTR
Library in separate locations. With reference to the overload
of the present LLC Library Staff, we will be examining the
total question of workload for all the holdings, and at present
see no reason why the part-time use of one of the two present
members of the OTR central library staff could not be considered
as a temporary alleviation.

e.   Recommendation 5

That the proposed "chief Librarian" work
closely with the OTR Library Committee on a
continuing basis and consult as necessary
with designated CIA Library personnel to be
assured that all OTR Library procedures and
services provide maximum response to OTR's
needs.

Apart from our view that a "chief librarian" is not needed
at this time, the Committee otherwise fully agrees with the
general principle expressed in this recommendation not only with
respect to existing OTR Library services but also some which need
to be introduced--such as a proposal by the Intelligence Institute
that course instructors in OTR components be provided with copies
of tables of contents of selected OTR Library periodicals so
that they may become aware of the existence of relevant items
on a more timely and systematic basis. The Committee will be
looking into and taking steps to implement this sort of thing
in the near future.

3.   We found the CRS report most valuable in its presentation
of both facts and recommendations and fully intend to consult CRS
as appropriate on all technical library policies and procedures
which need to be improved or introduced into the present OTR
arrangements. The first quarterly report of the OTR Library
Committee will be submitted no later than 31 December.

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Chairman, OTR Library Committee